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LANSING

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**DIRECTOR'S OFFICE MEMORANDUM 2008 - 10**

**EFFECTIVE: October 1, 2008**

**DATE:** September 15, 2008

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Patricia L. Caruso, Director

**SUBJECT:** Statutory Surcharge on Store Items

Section 926 of Public Act 245 of 2008 (the Department's appropriations bill for fiscal year 2008-09) requires the Department to impose a 10% surcharge on the retail price of all items sold in prisoner stores except those items identified in the following categories on the Standardized Store List:

- Mandatory health care products
- Over-the-counter personal care products
- Hygiene products
- Stationery
- Cosmetics

This means that from October 1, 2008 through September 30, 2009, all items identified in the Miscellaneous and Food/Beverage categories of the Standardized Store List which are sold in a prisoner store will be subject to a 10% surcharge on the retail price. The 10% surcharge also applies to all items identified in the Tobacco Products category until January 1, 2009, at which time these items will no longer be available for sale. This surcharge is in addition to any other adjustments in prices authorized by PD 04.02.130 "Prisoner Store". Revenues generated by the surcharge are required to be remitted to the State Treasurer, in accordance with instructions issued by the Administrator of the Bureau of Fiscal Management, Operations Support Administration, or designee.

While this surcharge is in effect, the amount a prisoner may spend in store purchases is increased from \$85 to \$100 every two weeks (i.e., 26 times per calendar year). Similarly, the additional amount a prisoner may spend in December is increased from \$15 to \$20; funds not spent by the prisoner during the two week period shall not carry over to any subsequent period. Due to this increase, the limit on consumable and expendable items a prisoner may accumulate is increased from \$85 to \$100.

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